Agenda

- FI$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI$Cal Solution Overview
- Business Process Area—what is included, not included, in future waves
- Acquire Assets
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- Maintain Assets
- Retire Assets
- Depreciate Assets
Agenda

- Month-End Processing
- Technology Considerations
- Change Impact Activity
- Business Process Workshop Next Steps
FI$Cal Project Overview

- The Financial Information System for California (FI$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- California’s Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:
  - Department of Finance (DOF)
  - Department of General Services (DGS)
  - State Controller’s Office (SCO)
  - State Treasurer’s Office (STO)
FI$Cal Wave Timeline

Calendar Years

<table>
<thead>
<tr>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
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<tr>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
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<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
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<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
</tr>
</tbody>
</table>

- Pre-Wave ~12 Months
- Wave 1 20 Months
- Wave 2 15 Months
- Wave 3 24 Months
- Wave 4 24 Months

O&M
BPW Objectives

The Business Process Workshops will provide:

- An overview of the business process, including key terms and functionality being implemented
- A list of changes with the “To-Be” business process
- An opportunity to discuss and begin identifying department-specific changes and impacts
- An explanation of Wave 2 end-user roles
- A template to capture department-specific changes and impacts
- An opportunity to begin thinking about updates to internal department processes
## FI$Cal Design Approach

<table>
<thead>
<tr>
<th>Conduct Wave 2 Working Sessions</th>
<th>Conduct Wave 1 Solution Walkthroughs</th>
<th>Conduct Wave 2 Conference Room Pilots</th>
<th>Validate and Approve Process Designs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective</strong></td>
<td><strong>Objective</strong></td>
<td><strong>Objective</strong></td>
<td><strong>Objective</strong></td>
</tr>
<tr>
<td>- Define and validate DRAFT To-Be processes to best meet the State's needs independent of the software details</td>
<td>- Provide departments with an understanding of Wave 1 FI$Cal business processes</td>
<td>- Conduct a systematic review of how FI$Cal requirements and DRAFT To-Be Processes are enabled by the FI$Cal software solution</td>
<td>- Validate and document final business process designs</td>
</tr>
<tr>
<td>- Clarify requirements</td>
<td>- Demonstration of Wave 1 FI$Cal solution</td>
<td>- Confirm how requirements are met</td>
<td>- Confirm how requirements are met</td>
</tr>
<tr>
<td><strong>Audience</strong></td>
<td><strong>Key Outputs</strong></td>
<td><strong>Audience</strong></td>
<td><strong>Key Outputs</strong></td>
</tr>
<tr>
<td>- Department of General Services (DGS)</td>
<td>- Wave 2 Departments absent in Wave 1</td>
<td>- Wave 1 and Wave 2 departments</td>
<td>- Final Business Process Designs</td>
</tr>
<tr>
<td><strong>Key Outputs</strong></td>
<td><strong>Key Outputs</strong></td>
<td><strong>Tools / Methods</strong></td>
<td><strong>Tools / Methods</strong></td>
</tr>
<tr>
<td>- Revised DRAFT To-Be Processes with department input</td>
<td>- Revised DRAFT To-Be Processes with department input</td>
<td>- CRP Sandbox</td>
<td>- Conduct follow-up meetings / validation sessions as necessary</td>
</tr>
<tr>
<td><strong>Tools / Methods</strong></td>
<td><strong>Tools / Methods</strong></td>
<td><strong>Tools / Methods</strong></td>
<td><strong>Tools / Methods</strong></td>
</tr>
<tr>
<td>- Interactive Working Sessions with department SMEs</td>
<td>- Interactive Working Sessions with department SMEs</td>
<td>- Solution Walkthroughs</td>
<td>- Resolve open issues / outstanding decisions</td>
</tr>
<tr>
<td>- Gather additional input on:</td>
<td>- New departments prepared for CRP sessions</td>
<td>- Wave 1 FI$Cal Solution</td>
<td></td>
</tr>
<tr>
<td>- As-Is Process</td>
<td>- Key Considerations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Statutes, Reg, Policy</td>
<td>- Action Items and concerns from departments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- To-Be Process, Benefits, Challenges</td>
<td>- Solution Walkthroughs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Solution Walkthroughs</td>
<td>- Wave 1 FI$Cal Solution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- October 14, 2014

**FI$Cal: Transparency. Accuracy. Integrity.**
What Comes Next?

- **Role Mapping Working Session** – Workshop to review the FI$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI$Cal business processes and their FI$Cal end-user roles.
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI$Cal end-user roles.
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, than assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require
What You Should Take Away

- Process overview level understanding of the Wave 1 FI$Cal business processes. For this session, the business processes are:
  - Acquire Assets
  - Maintain Assets
  - Retire Assets
  - Depreciate Assets
  - Month-End Processing
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI$Cal end-user roles for participation in the Wave 2 Role Mapping Workshop
FI$Cal Solution Overview

- Governance Risk & Compliance (GRC)
  - Technology
    - Identity & Access Management
      - Portal (Single Sign-on)
    - Application Security
      - Budgeting
      - Finance & Purchasing
      - Business Intelligence
  - Infrastructure
    - Oracle Enabling Technology
    - Operations & Maintenance
      - ERP Modules
      - Enabling Software Technology

- Authentication
- Access Control
- Transaction Monitoring
- Audit Users
- Department Users
- Vendor Users
- Deferred Exempt Departments

October 14, 2014
FI$Cal Accounting Solution

Legend

- Pre-Wave
- Wave 1
- Wave 2
- Wave 3

Project Mgmt
- Capital Assets
- Project Details

Wave 1
- Grant Details

Wave 2
- Award Data

Wave 3
- Billable Transactions

General Ledger / Commitment Control

Refunds

October 14, 2014

FI$Cal Procurement Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2
- Wave 3

VMF Vendors → VMF Bidders → VMF SB/DVBE → Item Master

Vendors/Bidders

eProcurement (Requisitions) → Strat. Sourcing (RFX Solicitation) → Contract Management

Purchasing (Purchase Order) → Receipts, Encumbrances, PO Qty/Amt

Encumbrances

Asset Mgmt → Project Costing → Accounts Payable

General Ledger / Commitment Control

P-Card (Cal-Card)
Asset Management Overview

The Asset Management process includes:

- **Acquire Assets**: Process for entering assets in FI$Cal
- **Maintain Assets**: Entering and updating the physical information associated with an asset in FI$Cal
- **Retire Assets**: Physical and financial removal of an asset
- **Depreciate Assets**: Calculation of Accumulated Depreciation and Depreciation Expense
- **Month-End Processing**: Preparing Accounting Entries to be sent to the General Ledger
What is included in Wave 1

- FI$Cal will be the State’s system of record for capital and non-capital assets for Wave 1 departments.
- Assets will primarily be added to Asset Management (AM) via integration with the Purchasing (PO) and Accounts Payable (AP) modules. In some cases, assets can be added directly into AM.
- All assets added to FI$Cal using Statewide Asset Profiles to standardize useful lives and asset classification for CAFR reporting purposes.
- Depreciation is calculated and stored for each individual asset in FI$Cal.
- Accounting Entries for financial transactions will be created (nightly) in batch and automatically sent to General Ledger.
- Departments are responsible for processing Depreciation Close (month-end depreciation expense).
What is included in Wave 2

- Basic Capital/Operating Leases
- Ability to link asset to a Procurement Contract for reference purposes
- New use of Department Configurable Asset Attributes
- Submission and approval of the STD Form 158 for Inter-Unit transfers including workflow approval
- Physical Inventory / Barcode Scanning
  - Integrated scanning solution Asset Advantage is now available
  - Departments with existing technology (scanners) may choose to develop own process for integrating with FI$Cal
  - Manual Counts are supported
What is not changing Overall

- DGS will continue to use CA Surplus Property System (CSPS) to manage the approval process for forms STD 152
  - Process will be revisited in Wave 4
- DGS will continue to be responsible for managing Real Property leases throughout the State
  - Real Property Leases will now be in FI$Cal as Procurement Contracts
  - Assets may be added as needed if the lease needs to be amortized
    - This process will include manual asset addition
Acquire Assets Overview

- The **Acquiring Assets process** covers all activities related to entering assets in FI$Cal.
- This includes the following sub-processes:
  - Adding an Asset through a PO/Receipt/PO Voucher
  - Add an Asset through Project Costing (WIP)
  - Entering an Asset manually through the Asset Management module
## Acquire Assets Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Asset</strong></td>
<td>State property that has a normal useful life of at least one year, costs $5,000 or greater, and is used to conduct State business. Capital assets must be recorded in FI$Cal for both financial reporting and property tracking purposes.</td>
</tr>
<tr>
<td><strong>Non-Capital Asset</strong></td>
<td>State property that does not meet the State’s capitalization criteria, typically based on the cost threshold, but in which property records are still required to be maintained. Non-Capital assets must be recorded in FI$Cal for property tracking purposes.</td>
</tr>
</tbody>
</table>
# Acquire Assets Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **Transaction Types**    | Identifies the type of transaction that occurs in Asset Management. Transaction types are used to determine which accounts to use when creating journal entries and include:  
  - ADD – Additions  
  - ADJ – Adjustments |
| **Asset Profile**         | Template that stores standard depreciation criteria for a type of asset and the corresponding asset books for defaulting. Profiles determine all related accounting and depreciation information |
| **Unitize**               | Procedure to break down multiple quantity POs into individual assets. |
Acquire Assets Summary Flow

Purchase and Receive Assets (PO)
- PO dispatched and asset identified
- Asset received and physical information entered (Tag Number, Serial Number, Location, Custodian, etc.)

Physical Information sent to AM
- Asset “shell” created in Asset Management with physical information from Receipt

Voucher Assets (AP)
- Asset Voucher matched with PO and Receipt

Financial Information sent to AM
- Asset capitalized in AM with the financial information from Voucher
  - Cost equals vouchered amount

Add Manual Asset
- Asset created directly in Asset Management (Exception Only)
  - Processor enters both physical and financial information

Key Impacts
- Asset Management integrated with PO and AP modules
- Assets are created using physical information from Receipt and financial information from Voucher
- Assets may be directly added in Asset Management (donated assets, corrections, etc.)
Acquire Assets – Illustration

- Screenshot of PO with multiple quantity – description
Acquire Assets – Illustration

- Schedule of PO with Asset profile
Acquire Assets – Illustration

- Receipt – serialize button
Acquire Assets – Illustration

- Receipt unitized assets page
Acquire Assets – Illustration

- Voucher – Asset information
Acquire Assets – Illustration

- Basic info - Drill back page

### Acquisition Details

#### Payables Acquisition

- **AP Unit:** 0820
- **Voucher ID:** 00000770
- **Vendor ID:** 0000000001

#### PS/Accounts Payable Drilldown

- **Invoice Number:**
- **Invoice Date:**

#### Purchasing

- **PO Unit:** 0820
- **PO No.:** 0000000107
- **PO Line:**
- **Scheduled Num:**
- **Distrib Line:**

#### Receiving

- **BU Recv:** 0820
- **Receipt No.:** 0000000126
- **Receipt Line:**
- **Ship Seq:**
- **Distrib Line:**

#### PS/Purchasing Drilldown

#### PS/FO Receiving Drilldown

#### Project Cost Acquisition

- **PC Bus Unit:**
- **Project:**
- **Activity:**
- **Source Type:**

#### PS/Projects Drilldown
Acquire Assets – Illustration

- Defining WIP Asset in Project Costing
## Acquire Assets – Illustration

- **Express Add**

### Cost / Asset Information

#### Asset Information

<table>
<thead>
<tr>
<th>Unit</th>
<th>0620</th>
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<tbody>
<tr>
<td>Profile ID</td>
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</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Tag Number</td>
<td></td>
</tr>
<tr>
<td>Accum Dep in Current Pd</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>NEXT</th>
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</thead>
<tbody>
<tr>
<td>Trans Date</td>
<td>04/15/2014</td>
</tr>
<tr>
<td>Acctg Date</td>
<td>04/15/2014</td>
</tr>
<tr>
<td>Trans Code</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
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<tr>
<td>Rate Type</td>
<td>CRRNT</td>
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#### Asset Cost Information

<table>
<thead>
<tr>
<th>Book Name</th>
<th>Quantity</th>
<th>Cost</th>
<th>Salvage</th>
<th>YTD Depr</th>
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<tr>
<td>CAPITAL</td>
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<table>
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<tr>
<th>Category</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>0.00</td>
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### Chartfields

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<th>Reference</th>
<th>Fund</th>
<th>ENY</th>
<th>Program</th>
<th>Project</th>
<th>Rptg Structure</th>
<th>Svc Loc</th>
<th>Agency Use</th>
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<tbody>
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</tr>
</tbody>
</table>

| Asset Additional Information |
## Acquire Assets Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Asset Processor</td>
<td>The department end user who processes assets originating from Purchasing, Accounts Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module</td>
</tr>
</tbody>
</table>
The Maintain Asset Process covers all activities related to entering and updating the information associated with an asset in FI$Cal.

This includes the following sub-processes:

- Maintain Physical Information
- Maintain Confidential Information
Maintain Assets

- **Department Asset Processor**
- **Department Asset Maintainer**
- **Confidential Asset Maintainer**

### Maintain Physical Information
- Description
- Tag #
- Asset Type
- Asset Subtype
- **Asset Class** *

### Maintain Manufacturer Information
- Manufacturer
- **VIN** *
- Serial Numbers
- Licensing Information

### Maintain Asset Attributes
- Color, Weight, Size, etc.
- Location, Area Information
- Custom Attributes

### View Acquisition Details
- Source Information (PO, AP)
- Acquisition Cost and Funding String

### Key Impacts
- Detailed asset information can be entered, updated, and maintained in FI$Cal once asset is received
- Asset information is searchable and reportable
- Acquisition details provide traceability back to Purchase Order, Receipt, and Voucher
- * indicates confidential field
Maintain Assets – Illustration

- General Information (Asset Class) – Seen from a Confidential User
Maintain Assets – Illustration

- Asset Location
Maintain Assets – Illustration
Maintain Assets – Illustration

- Asset Manufacturer (VIN) – Seen from a Confidential User
## Maintain Assets Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Asset Maintainer</td>
<td>The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.). This user is not responsible for the recording of any financial information (change in funding).</td>
</tr>
</tbody>
</table>
Retire Assets Overview

- The Retire Assets process covers all activities related to physical and financial removal of an asset.
- This includes the following sub-processes:
  - Retiring an asset manually
  - Retiring assets through a worksheet
  - Reinstating an asset
## Retire Asset Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Types</td>
<td>Identifies the type of transaction that occurs in Asset Management. Transaction types are used to determine which accounts to use when creating journal entries and include:</td>
</tr>
<tr>
<td></td>
<td>• <strong>RET</strong> – Retirements</td>
</tr>
<tr>
<td></td>
<td>• <strong>REI</strong> – Reinstatement</td>
</tr>
<tr>
<td>Asset Retirement</td>
<td>The physical and financial removal of the asset from the department’s possession and the department’s accounting records</td>
</tr>
</tbody>
</table>
Retire/Reinstate Assets

Key Impacts
- Once approved, Asset Disposals are performed in FI$Cal
- If proceeds received for an asset, the asset should remain in FI$Cal until proceed amount is determined
- An asset can be reinstated back to the point in time when it was disposed
Retire Assets – Illustration

- Retire/Reinstate Asset

![Image of Fi$Cal software interface showing the process of retiring/reinstating an asset. The interface includes fields for Unit, Asset ID, Trans Date, Book Name, Base Currency, Disposal Code, Quantity, Removal Cost, Convention, Trans Code, Retire Option, and Ret Status. The example shows a retirement by sale with a retirement amount of -5,000.00 USD.]
Retire Assets – Illustration

- Disposal worksheet
## Retire Assets Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Asset Manager</td>
<td>The department end user who enters asset retirements and reinstatements</td>
</tr>
</tbody>
</table>
Depreciate Assets Overview

- The **Depreciation Process** covers all activities related to Allocating cost of the asset to future periods.
- This includes the following sub-processes:
  - Maintain Depreciation Attributes
  - Depreciation Calculation
# Depreciate Assets Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction Types</strong></td>
<td>Identifies the type of transaction that occurs in Asset Management. Transaction types are used to determine which accounts to use when creating journal entries and include:</td>
</tr>
<tr>
<td></td>
<td>• DPR – Depreciation</td>
</tr>
<tr>
<td></td>
<td>• PDP – Prior Depreciation (&quot;catch-up&quot; adjustment)</td>
</tr>
<tr>
<td><strong>Depreciation Calculation</strong></td>
<td>Process to allocate the cost of an asset over the estimated life of the asset. Depreciation is based on several factors including the depreciation method, the estimated life of the asset and the in-service date of the asset.</td>
</tr>
<tr>
<td>(AMDPCALC)</td>
<td></td>
</tr>
<tr>
<td><strong>Useful Life</strong></td>
<td>Number of periods in which that asset will remain in use. Utilized for depreciation purposes. Defaults from the Asset Profile.</td>
</tr>
</tbody>
</table>
Depreciate Assets

Key Impacts

- FI$Cal calculates depreciation on an asset-by-asset basis using standardized useful life, depreciation method, and depreciation convention
- Departments validate depreciation calculations in preparation for sending to the General Ledger at month-end

Department Asset Depreciation Processor

Maintain Depreciation Information
- Validate Depreciation Attributes and Asset Book(s)

Review Open Transactions
- Open transactions indicate which assets are eligible for depreciation
- Additions, adjustments, transfers, and disposal affect depreciation

Run Depreciation
- Depreciation will be run nightly or can be run ad-hoc (per asset)

Review Depreciation Results
- Results should be validated after depreciation is run
- Can view depreciation results both online and through FI$Cal reporting
Depreciate Assets – Illustration

- Review Open Transactions

Open Transaction Detail

Business Unit: 0820
Asset Identification: 000000000560
Asset Book Name: CAPITAL
Transaction Date: 04/21/2014
Transaction Type: ADD
Transaction ID: 501
User ID: Z_FUNC_SUPER_USER
Depreciate Assets – Illustration

Depreciation Book page

- Asset Information:
  - Profile ID: LAW_ENFORC LAW ENFORCEMENT
  - Asset Class: HANDGUN
  - Tag Number: 123456789997
  - Acquisition Code: P
  - Acquisition Date: 04/21/2014

- Book:
  - Book 1: Capital Book
    - Currency: USD
    - Method: Straight Line
    - Convention: AM
  - Book 2: Statewide Book
    - Currency: USD
    - Method: Straight Line
    - Convention: AM

Save | Return to Search | Notify
Depreciate Assets – Illustration

- Annual Depreciation Schedule
## Depreciate Assets Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Asset Depreciation Processor</td>
<td>The department end user who reviews and validates the depreciation calculations for their department, including changing the depreciation attributes, as needed, and running depreciation on an ad hoc basis</td>
</tr>
</tbody>
</table>
Month-End Processing Overview

The Month-End Process covers all activities related to preparing information to be sent to the General Ledger.

This includes the following sub-processes:

- Creating accounting Entries for Financial Transactions (AMAEDIST)
- Depreciation Close (AMDPDCLOS)
Asset Month-End Processing

Key Impacts

- FI$Cal creates the accounting entries to be sent to the General Ledger for asset additions, adjustments, depreciation, and retirements
- Journal entries will be sent to the General Ledger for reporting purposes
Month-End Processing – Illustration

- Reviewing Accounting Entries
Month-End Processing Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Asset Month-End Processor</td>
<td>The department end user who executes and validates month-end processes for Asset Management</td>
</tr>
</tbody>
</table>
## Additional Asset Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets Viewer</td>
<td>The central and department end user who can view both financial and physical asset information. Department end users will only view assets within their business unit.</td>
</tr>
<tr>
<td>Department Asset Configuration</td>
<td>The department end user who updates and maintains configuration values that are designated as being maintained by departments</td>
</tr>
<tr>
<td>Maintainer</td>
<td></td>
</tr>
</tbody>
</table>
## Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interface with External Systems</td>
<td>An outbound interface from FI$Cal to departments is available, if needed, to extract asset transactional data into a flat file for use by departments.</td>
</tr>
<tr>
<td></td>
<td>Interface has been enhanced for Wave 2 with additional parameters and additional fields.</td>
</tr>
<tr>
<td>Inbound Transaction Interface</td>
<td>A new interface is available to mass-update assets. Addition, Adjustment, Recat, Book Change, Transfer, Information Update are all supported. Retire and Inter-Unit transfer are reserved for DGS control only.</td>
</tr>
<tr>
<td>Outbound Physical Inventory</td>
<td>Query extract for manual or department specific scanners.</td>
</tr>
<tr>
<td>Inbound Physical Inventory</td>
<td>Import of Inventory results for manual or department specific scanners.</td>
</tr>
</tbody>
</table>
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **Assets** | Asset Conversion includes all:  
  - Active (non-retired) assets  
  - Capital (over $5,000) and non-capital (under $5,000) assets  
  - Tangible and intangible assets used in government operations  
  - Excluding:  
    - Retired/decommissioned assets  
    - Asset that are considered work-in-process (WIP) and have not been put in-service |
Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Working Session – November 2014
  - Change Workshop – February 2015
Role Mapping Working Session

- 2-hour facilitation session Intended for Wave 1 and Wave 2 Department Implementation Team (DIT) members
- FI$Cal will provide DITs with detailed instructions on how to fill out the Role Mapping Tool for their department
  - “Do’s and Don’ts” of the Role Mapping Template
  - To take place at:

  FI$Cal Project site
  2000 Evergreen Street
  Jade Auditorium
  Thursday, November 6, 2014
  9:00 a.m. – 11:00 a.m.

*Remote Dial-In will be available to those geographically dispersed
Asset Management Change Impact Activity

- **Description:**
  - FI$Cal walk through one example change impact
  - At your table, discuss how the FI$Cal business processes and related change impacts may affect your department
  - Document **three impacts** in your BPW Change Impact Tool

- **Roles:**
  - **Facilitator** – Helps lead the discussion with your department on the FI$Cal business processes and change impacts
  - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool

- **Time:**
  - You will have 30 minutes for this activity.
Question and Answer

FI$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov
Appendix: Asset Management Process Flows
Acquire Assets

Purchasing

A: Asset acquired through Purchasing?
   Yes: Create and Approve Requisition (Optional)
   No: Enter and Process Vouchers

Accounts Payable

B: AM Interface Table Updated w/ Financial Information

Department Asset Processor

B: AM Interface Table Updated w/ Financial Information
   → Review and Approve Financial Information
   → Load Financial Information into AM
   → Review Physical and Financial Information in Basic Add
   → Load Physical Information into AM

C: Send Physical Asset Information to AM Staging Tables
Maintain Assets

Manual Asset Add and Maintain Asset

Department Asset Processor

B: Create Asset in Express Add Page → Enter Asset Information → Enter/Default Cost Information → Enter Additional Information → Save Asset → C

Department Asset Maintainer

C: Review Asset in Basic Add Page → General Information: Update/Validate basic information including Class, Type, and Status → Operation Maintenance: Update maintenance related information → Asset Acquisition: Review the cost information associated with the asset → Location/Comments: Review the cost information associated with the asset

Manufacturer/ License/Custodian

Review/Update additional Physical Information

Book Page: Update/Validate the Depreciation attributes associated with asset

End

October 14, 2014

Transfer Assets

InterUnit Transfers

Department/DGS

A

Initiate STD Form 158

Approve STD Form 158

Department Asset Manager

Is receiving Department on Fi$Cal?

No

Perform Asset Disposal

Complete Physical Transfer

Yes

Central Asset Processor

Perform InterUnit Transfer

Complete Physical Transfer

October 14, 2014

Asset Depreciation
Retire Assets
Asset Month-End Processing
Guide to Symbols in Flows

**Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.

**Decision** - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.

**System Task** - Represents an individual step or activity in Fi$Cal.

**Manual Task** - Represents an individual step or activity in the process that is made out of Fi$Cal.

**Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data the interface shape is used.

**Connector** - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

**Interface** - Data conversion from one electronic system to another.

**Batch Process** - Represents a batch process within Fi$Cal.

**Flow Arrow**

**Intra Integration Process** - A Input or Output to some other process within the same capability

**Output Documents** - An electronic document that is created by the process and can be printed (for example — any kind of report).